

J/02

COM

14 JUL 1988

MEMORANDUM FOR: All OL Employees

FROM: John M. Ray
Director of Logistics

SUBJECT: Office of Logistics Quarterly -
Thursday, 28 July 1988 - Headquarters Auditorium
Friday, 29 July 1988 - [redacted]

25X1

25X1

1. You are invited to attend the next OL Quarterly scheduled for 1000 hours, Thursday, 28 July, in the Headquarters Auditorium. Buses to the Headquarters Compound will leave from [redacted] at 0900 hours and from [redacted] Building at 0915 hours. Please see the attached agenda for the speakers and topics. [redacted]

25X1

25X1

2. Please call in the number of attendees by COB 27 July to Brenda, Dawna, or Marie on extension [redacted]. Those who will not be able to attend the quarterly at Headquarters are encouraged to attend the session held in Room [redacted] Building on Friday, 29 July, at 1000 hours. [redacted]

25X1

25X1

25X1

3. These quarterlies are one of our most valuable means of communicating what OL is doing and who's doing it, and we're constantly trying to make the presentations more interesting as well as informative. Your constructive feedback is always appreciated. [redacted]

25X1

25X1

John M. Ray

Attachment

25X1

25X1

CONFIDENTIAL

CONFIDENTIAL

Agenda

OL Quarterly - 3rd Quarter FY 88

Thursday, 28 July 1988 - 10 a.m. - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the
Quarter Awards

R. M. Huffstutler, DDA

Receiving Section and Recent Actions
to Reduce the Backlog

Co-Op Program in OL

Removal of Asbestos from External
Buildings (especially Key Building)

A Video Tour of the New Headquarters
Building

Practical Impact of CLAS Packages Coming
On-line 1 October 1988

Personnel Highlights

On Friday, 29 July 1988, the above presentations will be made at 1000
hours in Building.

25X1

25X1

25X1

25X1

25X1

25X1

CONFIDENTIAL